

30 January 1954

MEMORANDUM FOR: Mr. Alexei Kuznetsov
FROM: []
SUBJECT: Regulations Governing Your Work.

1. Office Procedures.

a. You are now working for the Department of the Army, Language and Area Evaluation Section, Training Branch, G-3. Most of your work will be done here. However, there will be occasions when you will be given instructing and training assignments which may require your presence elsewhere.

b. Our office hours are 0745 to 1615 with a half hour off for lunch in the middle of the day. The staff officer in charge of all activities at this office is [] [] will assign you all your general tasks. Specific assignments within these general tasks may be assigned by other staff officers designated by [] [] will help you handle whatever problems, personal or otherwise, you may have in connection with your work here.

c. An outside cleaning force will keep our office spaces clean. This presents a security hazard. It is your responsibility to keep your desk and working spaces absolutely clear when you are not in your room. At the end of the working day, prior to an individual leaving the place of work, nothing will be left on top of the desk and only pencils and blank paper is left in the desk drawers.

d. At the end of the working day all material, whether produced by you or used as a reference, must be locked in the safe in the central office under the supervision of [] or a designated staff officer. All paper trash, including carbons, second sheets, etc., will be placed in a special envelope and put in the safe with other classified material. The last person in the room is responsible.

e. One room of our offices serves as our library and conference room. As your work permits one hour of each day may be spent reading professional books, newspapers and periodicals in order to keep as much up-to-date in current affairs and professional matters as your duties permit.

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CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3B2H
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2006
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f. The Army has allocated each of us our own office space. This will allow you privacy and the chance to work uninterruptedly. You may go into the office of another person only when it is necessary to consult with another co-worker in order to accomplish a given task.

2. Security Considerations.

a. You will use the following cover where required in your contacts.

(1) "I am employed by the Department of the Army, Language and Area Evaluation Section, Training Branch, G-3 as a translator, instructor and consultant. The name of my supervisor is [] (This is for cover purposes only.) The office telephone is LI 39520, Ext. 394. Our office is located on the second floor of Wing #7 of Guam Hall, Oklahoma Ave. and C Street N.E."

b. You will use this cover only at those times you find it necessary to do so. Details will be given only on specific request. Ordinarily you will find that the name of your employer, your supervisor and telephone number and extension will suffice.

c. It is your responsibility to report immediately all instances of the use of this cover by you including all related incidents.

3. We are all working here on a "need-to-know" basis. This means that no one, here or elsewhere, has any need to have any information regarding your background, your former work, your present work, etc., unless it is required in the performance of your duties. Not only are you not to give such information to individuals not assigned to the office but you should not ask for any information not needed to perform your work. As an example, as pointed out above, you may be given special teaching, research or training assignments. The discussion of such work is naturally forbidden except with [] or those designated by him.

4. In order to preserve the security of this office, the appearance of normalcy consistent with the cover must be maintained at all times whenever you or the premises are observed by outsiders. There will be times when our office spaces will be visited by outsiders: a building inspector, fire inspector, repairman, the char force or a person lost and trying to find his way. When this happens, preserve the appearance of normal office routine and most certainly do not carry on any conversation in a foreign tongue.

5. There is a cafeteria in Midway Hall which is located next to

Guam Hall. It is open for lunch from 1100 to 1330. If you wish to eat in the cafeteria do not go in the company of more than one co-worker. There is always the chance of slipping into using a foreign tongue if you converse in a group. This will only attract unnecessary attention to you and, as a consequence, will arouse curiosity about you, your place of work and co-workers.

6. We do not want to pry into your private life or that of your family. However, because of your status in this country and the nature of our work, there may be times when it will be necessary to discuss some aspects of your private life. Most of you are well experienced in our work and realize only too well that security is of such paramount importance that every single precaution must be exercised in order to avoid compromising yourselves and your work. It logically follows that certain rules of conduct with respect to security must always be observed. We live these rules of conduct in order to protect you, your work and yourselves and to minimize the risk of compromise. Therefore:

a. You must adhere strictly to your cover story at all times and never discuss your work with any unauthorized person, including your family and your co-workers here.

b. Avoid asking personal questions. If you do not, you will not be inviting others to ask you questions in return.

c. You must report to [] all instances of being requested or being required to give the particulars of your cover employment.

d. You must report all instances of suspected surveillance, undue interest in you and your duties by others and any similar undue interest in your family by whomsoever.

e. You must report by memorandum all changes in your personal status (financial, social, etc.). This includes such items as income from other than U.S. Government sources, indebtedness over \$100, participation in a commercial business, participation or membership in clubs or other activities of a social or political nature. The above actions and intentions to take such actions should be reported promptly.

f. You must advise us of any changes of address of telephone number.

g. You must submit to [] for approval any article, translation, or letter prior to publication or any other communications for the press you intend to give out or send.

h. You must advise us immediately in person or by phone if you become involved in a legal action, accidents requiring medical attention, traffic violations or any contact with law enforcement authorities. This will be followed by a written memorandum explaining all details as soon as practicable.

i. Finally, you must report all incidents not covered above which, in your estimation, may concern the security of our work or otherwise be of interest to the United States Government.

7. In case of emergency during working hours please call your office at LI 39520, Ext. 383. After working hours, call Oliver 4-6835. If you are at work and your family wishes to contact you in case of an emergency, instruct them to call you at LI 39520, Ext. 383, and ask for you by your family name. Since all these calls go through a central switch board English must be spoken at all times.

8. After you have read and understand the instructions contained herein, please sign the certification below.

I hereby certify that I have this date, 25 March 1954, read and fully understand the instructions contained in this letter and will observe and carry them out to the best of my ability, knowing that wilfully failing to do so may result in the severance of my contract with the U.S. Government.

Oliver [Signature]